

## Fixed Percentage Claiming Method REIMBURSEMENT CLAIM CHECKLIST

This checklist was prepared for and is directed to sponsors' claim preparers to help them complete claims for reimbursement using the Fixed Percentage Claiming Method.

### Reporting

- ( ) Item 1. Is a label affixed to the claim form? If no label is available, type or print the sponsor's agreement number, name, and address in the space provided in item 1.
- ( ) 2. Is the month reported in item 2 the claim month, **not** the month the claim was prepared?
- ( ) 3. Is the correct box in item 3 checked?
- ( ) 6. and 8. Did you report sites and operating days? A sponsor's claim cannot be processed without this information. **Remember, a sponsor may only claim reimbursement for meals served at approved sites.**
- ( ) 7. Does the sponsor need to report program enrollment this month? Please refer to the Administrative Manual for detailed instructions.
- ( ) 9. Is the average daily participation rounded **up** to the next whole number? **Never round down the average daily participation.**
- ( ) 10. Did you report the meals served in the correct box?

### Audit Checks

- ( ) The average daily participation reported in item 9 cannot be greater than the total enrollment reported in item 7.
- ( ) The number of breakfasts, lunches, or suppers cannot exceed the product of average daily participation multiplied by operating days.
- ( ) The number of supplements reported may not exceed two times the product of average daily participation multiplied by operating days. **Note: Because of the elimination of the fourth meal service enacted by the Personal Responsibility and Work Opportunity Act of 1996, a sponsor may claim no more than two meals and one supplement or one meal and two supplements per child per day. After-School, At-Risk, and Homeless sponsors may claim only one supplement per child per day.**

### Certification

- ( ) Is there an **original** signature of an authorized official on the claim? **Carbon, stamped, or photocopied signatures will not be accepted.**

### General

- ( ) Is the claim typed or legibly printed?
- ( ) Did you make a copy of the sponsor's claim to submit with the claim form? Copies may be photocopied or carbon. Claims submitted without a copy will be returned unprocessed.